

Tennessee Department of Human Services

Division of Adult and Family Services

Field Management Director 2 (FMD2)

The Tennessee Department of Human Services is announcing a vacancy in one of eight Field Management Director 2 positions. The vacancy is within the Division of Adult and Family Services and is responsible for oversight and leadership in the Department's District 8/Shelby County office. The FMD2 reports to the Assistant Commissioner of Adult and Family Services and is responsible for all aspects of field operations. This includes administrative responsibilities ranging from matters involving grounds/facilities to a human resources component. The primary responsibilities center on the administration of the division's three major programs; Families First (TANF), the Supplemental Nutrition Assistance Program (SNAP), and Medicaid/TennCare. Administration of these programs requires the FMD2 manage a staff of over 250 professional and support level positions.

A candidate must possess strength in strategic thinking, staff coaching/development, program administration, and process design/implementation. This position serves an urban district, understanding this cultural element is a must. The department is seeking a candidate with a proven ability to forge strong relationships with both staff and community partners. The FMD2 must maintain a focus on continuous quality improvement, be performance driven, provide rapid response problem solving, and manage staff relationships in such a way to promote individual and professional growth amongst the team.

This is an executive service position, salary flexible, depending on experience but typically ranges from \$62,184 to \$75,684 annually.

To be eligible to apply for this position an applicant:

- Must possess a Bachelor's degree in a social sciences field such as social work, psychology, public administration, etc. However, a Master's degree in the same is preferred.
- Must be able to demonstrate the ability to foster teamwork and progress toward a stated vision with a large scale workforce.
- Must have exceptional written and verbal skills, including presentation and public speaking skills
- Must possess a strong emotional intelligence that aids in successful interpersonal/professional relationship.

Interested applicants, please email your resume and a cover letter by close of business on Wednesday, February 29, 2012, at Adrian.J.Davis@tn.gov

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